



SA Scout Contribution Guidelines

SA Scout is the magazine of Scouts Australia (SA Branch). It seeks to promote Scouting and inform Members (Youth and Leaders), their families, community leaders and the general public.

SA Scout seeks articles of interest

SA Scout has several regular contributors and 'journalists', but also relies on contributions from Members.

We seek articles that are not only news but '**newsworthy**' – they have a sense of action, change, potential, immediacy. Readers are not just interested that an event is coming or occurred. They want to know the **content** – what is/was happening at the event, what was fun, what was new, what was learnt, what did a participant say?

Try to use an **active voice** rather than passive. For example:

The boxes were painted by Joey Scouts. (passive)
Joey Scouts painted the boxes. (active)

Consider the audience – from Youth Members to adult public. It is important not to assume that readers have an intimate knowledge of Scouting. Spell out acronyms and avoid jargon.

Obviously articles need to be accurate and truthful.

Youth contributors

SA Scout welcomes contributions from Youth Members – describing any fun activities you have participated in. Activities can be at your local level, or tell us what you did at a District or SA event. Photographs are always welcome, but note the comments later on the quality required for publication.

Timing

SA Scout publishes four times a year. Submission deadlines and expected delivery dates are published in each magazine issue. If you wish to promote an upcoming event, you need to carefully consider these dates. In writing of an event that has occurred, please submit as soon as possible. We want the magazine content to be 'fresh'.

Writing style

SA Scout seeks to maintain consistency of style throughout the magazine, although it is more relaxed in youth written articles.

You can see the general style by reading a prior issue. If you intend to contribute articles regularly, please request a

copy of the **SA Scout Style Guide**, which outlines grammar, punctuation and 'Scouting' terminology to be used. (*It is also available in the magazine section of www.sa.scouts.com.au*)

The Copy Editor will make adjustments, as required, to correct grammar and meet the magazine's style. For example, if you wrote:

It was 9 at woodhouse in the morning and the cubs were split into 4 taems to search the golden "treasure". After forty five mins Jason Whites team were sucesfull.

the editor may adjust this to:

It was 9.00 am at Woodhouse and the Cub Scouts split into four teams to search for the golden 'treasure'. After 45 minutes, Jason's team was successful.

Youth Member identity

We aim not to directly identify Youth Members unless this is significant to the article, eg receiving an award. In articles we only use first names and in photograph captions we use none.

Article submission format

Articles can be anywhere from 100 words to a 1000. The latter is a full page of text. **Preference will be given to articles of less than 700 words, with a couple of related photographs.**

Written copy should be submitted in a Microsoft Word™ or plain text document. Don't worry about laying it out in columns or setting paragraph styles. The magazine production team will do that later. Just leave a single space between sentences and a single line between paragraphs.

Include your name, Scouting position and contact details. Normally your name and Scouting position will be printed at the end of your article.

See over for where to submit your contribution.

Editing process

If judged suitable for inclusion in the magazine, your article will be edited in accordance with our Style Guide. The article may also be trimmed and/or sub-headings added.

If the editing materially adjusts your article, we will seek to gain your approval by returning the edited version to you. Please respond quickly to this request as a tight production schedule usually exists.

Photography guidelines

SA Scout seeks action photographs

SA Scout has several regular photographers, but also relies on photographs from Members. Most photographs will be of people **doing activities**. In most cases you should go for a mid shot (above the waist) showing faces. Take your time – take several shots from different angles to give yourself a choice later.

A group shot of 20 people or of your campsite in the distance is of little use. **Two to four people close up** in a shot is ideal. If a larger group, have one or two close up in the foreground and the others in the background.

A shot of a Leader presenting an award to a Scout is not that interesting to others. The Scout doing one of the activities for which the award was earned is more likely to be.

Quality and selection

A mobile phone does NOT capture shots of acceptable quality for publication.

For a digital camera, use the highest quality setting available. Do not download images from Facebook.

Select shots that are **sharp, in focus, showing faces and with good colour**. If you have a number of good shots, send us six to eight. We may select one to four to go with an article on the event, but may also use others as ‘fillers’ around other articles in this or future issues.



Not suitable – too distant, cannot see faces or the activity



Good shot - a few clear faces ... action, fun

Photographer permission

Photographs are used with the permission of the photographer. Include your name and contact details. If you are submitting someone else's photographs, ensure that you have their permission first and include their name and contact details also.

Photograph submission format

If digital, save your photographs with maximum quality and minimum compression. Do not enhance or crop the images. Do not compress the files further.

Normally an image with 300 pixels per inch or 900 x 675 pixels, or a file size of 250 Kb is the minimum suitable.

If files are saved on a Macintosh, ensure they include the appropriate three letter file extension, eg TIF or JPG.

Email: Send details of event, location, date and photographer and full size photo file(s) – our email account can handle large files.

CD: Include a simple ReadMe file with event, location, date and photographer of each shot and full size photo file(s). (In general we will not return it, as you still have the originals.)

Print: At least 12 x 20 cm, clean and clear. Indicate clearly if you wish a print to be returned. We may seek to borrow the negative from you.

Editorial

The SA Scout editorial team reserves the right to edit, crop, omit or hold written or photographic contributions.

If you have a particularly special or unique activity but no one to write about or photograph it, please contact us and we will attempt to allocate an SA Scout volunteer to assist.

Submit contributions

Email:
magazine@sa.scouts.com.au

Post: SA Scout Magazine
Scouts Australia (SA Branch)
PO Box 25
Fullarton 5063

Deliver: SA Scout Magazine
Scouts Australia (SA Branch)
211 Glen Osmond Road
Frewville 5063

Advertising

Limited advertising space is available. Please request the SA Scout Rate Card for details.